

**SEWER BACKUP PREVENTION PROGRAM (SBUPP)  
PROFESSIONAL ENGINEERING & DESIGN SERVICES**

**RFQ #2016-013**

**Date Issued: September 19, 2016**

**ADDENDUM No. 1**

This addendum will only be available for viewing on the City of Cincinnati website at <https://data.cincinnati-oh.gov/Fiscal-Sustainability-Strategic-Investment/Procurement-Opportunities-and-Contract-Awards/pid3-z56k>.

The attention of all Offerors is directed to the following additions, deletions and/or clarifications to the Request for Qualifications (RFQ).

**► ADDED ITEMS ◀ ARE UNDERLINED AND DELETED ITEMS ARE STRUCK THROUGH**

The RFQ for the above referenced project is amended and revised and clarified as follows:

- **RFQ Questions and Answers**

**In reference to item 1.4 of the RFQ – Scope of Services:**

**Question 1 – (Item 1) The Notice to Proceed for Property Owner Interview (NTPOI) is received by the contractor from MSD?**

**Answer 1 - Yes, Notice to Proceed will be sent, via email to the Contractor.**

**Question 2 – (Item 1) Does NTPOI specify date and time?**

**Answer 2 - The date and time of the email sent will serve as the time and date of the NTPOI.**

**Question 3 – (Item 1) If NTPOI specifies date and time, what happens if that date is beyond the 7 business day time frame?**

**Answer 3 - MSD understands there may be extenuating issues when dealing with the public beyond the contractor's ability to control. Those issues will be considered by MSD. MSD does reserve the right to enforce the Contract terms and Conditions; see Section 2. Contract Terms and Conditions of this RFQ for additional information.**

**Question 4 – (Item 1) Will these NTPOI be sent to the contractor on an as needed basis? Is this an On-call service?**

**Answer 4 - All work will be on an as-needed basis. The contractor will be expected to have a representative, with a working knowledge of the current project(s), available for consultation with MSD, the construction contractor and property owner when needed. This required availability is consistent with the defined Scope of Services, including Project Management and Construction Monitoring.**

**Question 5 – (Item 3) Does Property Investigation Report get approved or denied by MSD?**

**Answer 5 - MSD will review the Property Investigation Report. If MSD approves of the report's findings, it will issue a Notice to Proceed for Design. No design work should commence until this NTP is issued.**

**Question 6 – (Item 4) 20 business days is extremely tight. The property may require extensive design, i.e., Re-wiring. Can this time be extended to 30 days?**

**Answer 6 - It is critical that these projects be completed in a timely manner to reduce the risk of additional private property damage. This time requirement will not be extended. The contractor is expected to have the resources available to complete the required work within the required timeframes. This timeframe has been determined based on the twelve year history of this program. An extension may be requested on an individual project due to extenuating circumstances. MSD will review such requests on a case by case basis.**

**Question 7 – (Item 5) –The property owner may not be available to review documents within 7 business days of receiving approval from MSD, what happens when date and time is beyond time frame?**

**Answer 7 - Item # 5 requires the contractor to present the documents to the property owner within seven business days. It does not place the responsibility of the owner's review upon the contractor. If the owner is unavailable to meet immediately, the presenting of documents can occur through US Mail or email. Again, if extenuating circumstances are present, MSD will review those particular circumstances.**

#### **General Question**

**Question 8 - Regarding the above referenced RFQ, will multiple consultants be contracted for this work; and if so, how many firms do you envision utilizing?**

**Answer 8 - MSD anticipates awarding multiple contracts, but is unsure of the exact number. MSD reserves the right to amend this stance based on the number of qualified submittals received.**

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